

SPECIAL PROJECTS BULLETIN

VETERANS



JOB TRAINING PARTNERSHIP ACT

Number: VP99-1

Date: December 21, 1999
69:126:cg:3337

TO: TITLES III AND IV-C VETERANS PROJECT OPERATORS

SUBJECT: VETERANS SPECIAL PROJECTS BULLETIN

IMMEDIATE ACTION

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The purpose of this bulletin is to provide information and direction specific only to Veterans special projects.

Background

In Program Year (PY) 1998/1999 (July 1, 1998, through June 30, 1999), the Employment Development Department (EDD) awarded Title III and Title IV-C funds to various Veteran Program Operators (VPO). **For PY 98/99 reporting requirements, please refer to Special Projects Bulletin VP98-2.**

In PY 1999/2000, this Title IV-C grant with the Department of Labor (DOL) was modified twice. The first modification extended the term of the grant from June 30, 1999, to September 30, 1999. The second modification provided additional funds for PY 99/00 and extended the term of the Title IV-C funding through September 29, 2000.

In addition to increased Title IV-C funding, State level Title III Match funds were provided totaling \$837,024 for PY 99/00 and approximately \$1,362,976 in Title III supplemental funds were also made available. The Title III funding sources can be utilized until June 30, 2000.

As stipulated by DOL, the Job Training Partnership Division (JTPD) is required to report participant and financial information for Title IV-C and Title III Match funding by each year of allocation (YOA). To track these data, the JTPD has established new grant codes for Title IV-C and Title III Match funds. The Title III Supplemental funds will retain grant code 574 for YOA 99/00.

Reporting Procedures

The grant codes and reporting procedures listed in this bulletin are for PY 99/00 only.

The following grant codes have been assigned for PY 99/00 veteran projects:

- All service providers with Title IV-C funds in PY 99/00 are to use grant code 374.
- All Title IV-C service providers with PY 99/00 Title III Match funds are to use grant code 546.
- All service providers with Title III 40 percent supplemental funds are to continue using grant code 574.

If the due date for a monthly or quarterly report falls on a weekend or holiday, the report will be due the first working day prior to the due date. For example, reports due on December 25 should be received by close of business on December 24.

Expenditure Reporting

For entities reporting electronically, grant code 374 is to be reported both monthly and quarterly on a Summary of Expenditures—JTPA 12. Grant Codes 546 and 574 are to be reported monthly on a Participation and Termination Summary (10E). When reporting codes 546 and 574 for the quarter, they are to be reported on a Summary of Expenditures—JTPA 12E.

For Community-Based Organizations (CBO) not reporting electronically, a JTPA 12E VET (*Attachment 2*) and JTPA 12 VET (*Attachment 3*) with Reporting Instructions for the JTPA 12E VET and Reporting Instructions for the JTPA 12 VET are included.

All expenditure reports (monthly or quarterly) are due by the 25th of the month following the end of that reporting period (*Attachment 1*).

Participant Reporting

- Participants continuing from PY 98/99: All participants being served by grant codes 372 and/or 594 must be terminated with a date no later than September 29, 1999. Participants continuing to receive services under Title IV-C and/or Title III Match in PY 99/00 are to be terminated from grant codes 372 and 594 using term code 13 (transfer to other funding source). Prior to terminating a participant from grant codes 372 and/or 594, the participant needs to be enrolled into the new grant code for PY 99/00 (374 and/or 546).
- New grant codes: Beginning September 30, 1999, all participants served under Title IV-C in PY 99/00 must be reported under grant code 374. All participants served under Title III match in PY 99/00 must be reported under grant code 546. Participants served under the Title III supplemental funding may continue to report under grant code 574.

- New participant report: A new “Veterans2” report has been created for monthly and quarterly reporting of participants served under Title IV-C and Title III Match in PY 99/00. The Veterans2 report was included in the Job Training Automation (JTA) system release 3.22, issued on October 23, 1999. Veteran providers with grant codes 374 and 546 need to run the Veterans2 report on the 5th of each month. The beginning report date will always be September 30, 1999. The ending report date will be the last day of the prior month, e.g., for the November 5 report, the report ending date is October 31, 1999. The Veterans2 report must be faxed to Karen Yuke of the Data Analysis Unit at (916) 654-9586. When submitting a report for the quarter, it is due on the 25th day of the month following the quarter. It is not necessary to run a monthly report when the quarterly report is due. The report due dates are shown below:

Period Ending	Due to JTPD	Period Ending	Due to JTPD
Oct. 31, 1999	Nov. 5, 1999	April 30, 2000	May 5, 2000
Nov. 30, 1999	Dec. 3, 1999	May 31, 2000	June 5, 2000
Dec. 31, 1999	Jan. 25, 2000	June 30, 2000	July 25, 2000
Jan. 31, 2000	Feb. 4, 2000	July 31, 2000	Aug. 4, 2000
Feb. 29, 2000	Mar. 3, 2000	Aug. 31, 2000	Sep. 5, 2000
Mar. 31, 2000	Apr. 25, 2000	Sep. 30, 2000	Oct. 25, 2000

- Co-enrollment: The Veterans2 report will capture participants enrolled in grant codes 374 and 546 only. When co-enrolling a Title IV-C participant, the first grant code entered into the JTA system must be grant code 374 or 546; otherwise, the Veterans2 report will not count the participant.
- Assessments: The DOL requires an assessment count for participants who are potentially eligible to receive veteran services whether or not they are actually enrolled. Participants who are enrolled into assessment only in grant codes 374 and/or 546 should be terminated with term codes 38 or 39. By using these term codes, the “assessed only” participant will not be included in the calculation of the performance outcomes.
- Local 13-Week Follow-Up: Thirteen weeks after a participant is terminated, conduct and record a 13-week (91 days) follow-up using the “JTPA Follow-up Information Form (JTA 5 EFF).” A copy of this form is provided in *Attachment 5*, along with line-item instructions. The Veterans2 report will be modified to extract the 13-week follow-up data from JTA. In the interim, all veteran providers are responsible to enter the JTA 5 EFF form into the JTA system and should separate the 90-day follow-up form by YOA for tracking purposes. All veteran providers need to fax a hard copy of the completed JTA 5 EFF form with the Veterans2 report on the due dates shown above to Karen Yuke of the Data Analysis Unit at (916) 654-9586.

Please refer any questions regarding expenditure reporting to Tristyn Schmidt of the Financial Management Unit at (916) 654-7617. Questions regarding participant reporting may be directed to Karen Yuke of the Data Analysis Unit at

(916) 654-7585. For questions about running the Veterans2 supplemental report, please contact Cheron Dudley of the JTA Customer Support Unit at (916) 653-6300.

/S/ JIM CURTIS
Manager

Attachments

EXPENDITURE REPORTING CALENDAR

REPORT PERIOD ENDING	DUE DATE	SUBGRANTS	REPORT FORMS
Oct. 31, 1999	Nov. 25, 1999	Title III 40 Percent Adjustment Services (Grant Code 574)	10E JTPA 12E VET
		Title III/IV-C Match (Grant Code 546)	10E JTPA 12E VET
		Title IV-C (Grant Code 374)	JTPA 12 JTPA 12 VET
Nov. 30, 1999	Dec. 25, 1999	Title III 40 Percent Adjustment Services (Grant Code 574)	10E JTPA 12E VET
		Title III/IV-C Match (Grant Code 546)	10E JTPA 12E VET
		Title IV-C (Grant Code 374)	JTPA 12 JTPA 12 VET
Dec. 31, 1999	Jan. 25, 2000	Title III 40 Percent Adjustment Services (Grant Code 574)	JTPA 12E JTPA 12E VET
		Title III/IV-C Match (Grant Code 546)	JTPA 12E JTPA 12E VET
		Title IV-C (Grant Code 374)	JTPA 12 JTPA 12 VET
Jan. 31, 2000	Feb. 25, 2000	Title III 40 Percent Adjustment Services (Grant Code 574)	10E JTPA 12E VET
		Title III/IV-C Match (Grant Code 546)	10E JTPA 12E VET
		Title IV-C (Grant Code 374)	JTPA 12 JTPA 12 VET
Feb. 28, 2000	Mar. 25, 2000	Title III 40 Percent Adjustment Services (Grant Code 574)	10E JTPA 12E VET
		Title III/IV-C Match (Grant Code 546)	10E JTPA 12E VET
		Title IV-C (Grant Code 374)	JTPA 12 JTPA 12 VET

Mar. 31, 2000	Apr. 25, 2000	Title III 40 Percent Adjustment Services (Grant Code 574) Title III/IV-C Match (Grant Code 546) Title IV-C (Grant Code 374)	JTPA 12E JTPA 12E VET JTPA 12E JTPA 12E VET JTPA 12 JTPA 12 VET
Apr. 30, 2000	May 25, 2000	Title III 40 Percent Adjustment Services (Grant Code 574) Title III/IV-C Match (Grant Code 546) Title IV-C (Grant Code 374)	10E JTPA 12E VET 10E JTPA 12E VET JTPA 12 JTPA 12 VET
May 31, 2000	June 25, 2000	Title III 40 Percent Adjustment Services (Grant Code 574) Title III/IV-C Match (Grant Code 546) Title IV-C (Grant Code 374)	10E JTPA 12E VET 10E JTPA 12E VET JTPA 12 JTPA 12 VET
June 30, 2000	July 25, 2000	Title III 40 Percent Adjustment Services (Grant Code 574)—Final Fourth Quarter Report Due Title III/IV-C Match (Grant Code 546)—Final Fourth Quarter Report Due Title IV-C (Grant Code 374)	JTPA 12E JTPA 12E VET JTPA 12E JTPA 12E VET JTPA 12 JTPA 12 VET
June 30, 2000	Aug. 25, 2000	Title III 40 Percent Adjustment Services (Grant Code 574)* Title III/IV-C Match (Grant Code 546)*	10E JTPA 12E VET 10E JTPA 12E VET
July 31, 2000	Aug. 25, 2000	Title IV-C (Grant Code 374)	JTPA 12 JTPA 12 VET
Aug. 31, 2000	Sept. 25, 2000	Title IV-C (Grant Code 374)	JTPA 12 JTPA 12 VET
Sept. 30, 2000	Oct. 25, 2000	Title IV-C (Grant Code 374)—Final Fourth Quarter Report Due	JTPA 12 JTPA 12 VET
Sept. 30, 2000	Nov. 25, 2000	Title IV-C (Grant Code 374)*	JTPA 12 JTPA 12 VET

***Final Closeouts Reports are due for JTPA Title IV-C/III Report**

JOB TRAINING PARTNERSHIP ACT (JTPA) SUMMARY OF EXPENDITURES REPORT FOR TITLE III VETERANS

Please note: This form is for use only by Subgrantees that do not report electronically.

1. SDA/SUBGRANTEE NAME AND ADDRESS	2. SUBGRANTEE CODE:		
	3. REPORT PERIOD ENDING: /		
	4. PROJECT TERM: to		
5. PROGRAM: <input type="checkbox"/> Title III 40 Percent Supplemental Funds (Grant Code 574) <input type="checkbox"/> Title III/IV-C Match (Grant Code 546)			
I. SUBGRANT INFORMATION	CUMULATIVE EXPENDITURES		
	Grant Code 574	Grant Code 546	
A. Year of Appropriation			
B. Report Revision Number			
C. Subgrant/Contract Number			
D. Subgrant Term: From To			
E. Total Allotment			
F. Final Report (Y/N/C)			
II. CUMULATIVE EXPENDITURES			
A. Rapid Response			
B. Total Program Expenditures			
1. Basic Readjustment Services			
2. Retraining			
3. Needs-Related Payments			
4. Supportive Services			
5. Administration			
III. OTHER REPORTABLE ITEMS			
A. Unliquidated Obligations			
B. Local Match (IV-C Funds Only Need Report This)			
C. Program Income Earned			
D. Program Income Expended			
E. Total Cash Received			
IV. COMMENTS:			
V. CERTIFICATION: <i>I certify that to the best of my knowledge and belief this report is correct and that all outlays and unpaid obligations are for the purpose set forth in the subgrant.</i>			
Name	Title	Phone No.	Signature
Contact Person	Title	Phone No.	Date Submitted

**REPORTING INSTRUCTIONS
JTPA SUMMARY OF EXPENDITURE REPORT
FOR TITLE III VETERANS (JTPA 12E VET)**

This form is for use only by Service Delivery Areas (SDA)/subgrantees that do not report expenditure information electronically using the Job Training Automation system.

HEADING INFORMATION	
1. SDA/Subgrantee Name and Address	Enter the name and address of the SDA/subgrantee.
2. Subgrantee Code	Enter the subgrantee code number assigned by the Job Training Partnership Division (JTPD). Refer to Job Training Automation Subgrantee Names (FVP99XXD).
3. Report Period Ending	Enter the date of the last day of the period for which this report is prepared. The report period is the total time for which cumulative expenditures are being reported. Example: For report period ending March 31, 1999, the entry would be 03/1999.
4. Project Term	Enter the beginning and ending date as shown on the Subgrant agreement.
5. Program	Check the block(s) corresponding to the funding source being reported. Subgrantees with both funding sources can report them on one form, using the column with the grant code corresponding to each funding source. Subgrantees with Title III only (grant code 574) should use the first column.
I. SUBGRANT INFORMATION	
This section provides information by year of appropriation (YOA) from the fund source. Information is entered into the column Cumulative Total.	
A. YOA	Enter the YOA. Example: For projects with a begin date of 7/1/98, and an end date of 6/30/00 or sooner, use YOA 98.
B. Report Revision Number	If this is the initial report for the reporting period, enter "00." If this report is a revision, enter "01," and so forth.
C. Subgrant/Contract Number	Enter the subgrants/contract number assigned by JTPD. That number can be found on the top right corner of the subgrant.
D. Subgrant Term	Enter the beginning and ending dates for the subgrant being reported.

E. Total Allotment	Enter the total amount of federal funds available for expenditure through the end of the reporting period. This figure should reflect all amendments.
F. Final Report (Y/N/C)	Enter (N) to indicate that this is not a final report, (Y) to indicate that it is, and (C) to indicate a closeout report.
II. CUMULATIVE EXPENDITURES	
A. Rapid Response	Enter all rapid response expenditures and accruals from the beginning of the subgrant through the end of the report period. If no rapid response activity has occurred, leave the line blank. Rapid response is defined in the Job Training Partnership Act (JTPA) Section 314(b) of Title III.
B. Total Program Expenditures (1+2+3+4+5)	Enter the total program expenditures and accruals from the beginning of the subgrant term through the end of the report period. This must equal the total of lines 1 through 5.
1. Basic Readjustment Services	Enter all basic readjustment services expenditures and accruals from the beginning of the subgrant term through the end of the report period. Basic readjustment services are defined in JTPA Section 314(c) of Title III.
2. Retraining	Enter all retraining expenditures and accruals from the beginning of the subgrant term through the end of the report period. Retraining is defined in JTPA Section 314(d) of Title III.
3. Needs-Related Payments	Enter all expenditures and accruals for needs-related payments from the beginning of the subgrant term through the end of the report period. Needs-related payments are defined in JTPA Section 314(e) of Title III.
4. Supportive Services	Enter supportive services expenditures and accruals from the beginning of the subgrant term through the end of the report period. Supportive services are defined in JTPA Section 314(c)(15) of Title III.
5. Administration	Enter all expenditures and accruals from the beginning of the subgrant term through the end of the report period charged to administration.
III. OTHER REPORTABLE ITEMS	
A. Unliquidated Obligations	Enter the total of all unpaid and unaccrued commitments (e.g., goods and services ordered that have not been received). Generally, unliquidated obligations will be unspent contract balances; however, other obligations may also apply.

B. Local Match (Title IV-C Only)	Enter the amounts of cash, in-kind, or other match contributions to satisfy Title IV-C matching requirements. Match can be provided from JTPA or non-JTPA sources. Do not include Title III match. Refer to most recent Title IV-C Request for Proposal State mandate for definition of local match. ONLY TITLE IV-C FUNDED SUBGRANTEES ARE REQUIRED TO COMPLETE THIS LINE. These costs should be reported by Title IV-C providers on the JTPA 12 VET, line III A.
C. Program Income Earned	Enter the amount of program income earned. Refer to Title 20 Code of Federal Regulations (CFR) Section 627.450 for details on what program income includes and the exclusions.
D. Program Income Expended	Enter the amount of program income expended. Refer to Title 20 CFR Section 627.450 for use of program income.
E. Total Cash Received	Enter the amount of federal funds drawn for expenditure through the end of the reporting period.
IV. COMMENTS Enter any comments in this section.	
V. CERTIFICATION	
Name	Enter the name of the authorized official who will be signing the forms.
Title	Enter the title of the authorized official.
Phone Number	Enter the phone number of the authorized official.
Signature	The authorized official must sign the form. The signature certifies that the form has been accurately completed, with the valid data, and in compliance with the JTPA.
Contact Person	Enter the name of a contact person to be reached in the event any questions should arise concerning information on the completed form. The contact person will, in most cases, be the individual who prepared the report.
Title	Enter the contact person's title.
Phone Number	Enter the contact person's phone number.
Date Submitted	Enter the date the form is signed and submitted to the State of California.

JOB TRAINING PARTNERSHIP ACT (JTPA) SUMMARY OF EXPENDITURES REPORT FOR TITLE IV-C VETERANS

Please note: This form is for use only by subgrantees that do not report electronically.

1. SDA/SUBGRANTEE NAME AND ADDRESS	2. SUBGRANTEE CODE:		
	3. REPORT PERIOD ENDING: /		
	4. PROJECT TERM: to		
5. PROGRAM: <input type="checkbox"/> Title IV-C (Grant Code 374)			
I. SUBGRANT INFORMATION	CUMULATIVE EXPENDITURES		
	LATEST YEAR	PRIOR YEAR	
A. Year of Appropriation			
B. Report Revision Number			
C. Subgrant/Contract Number			
D. Subgrant Term: From To			
E. Total Allotment			
F. Final Report (Y/N/C)			
II. CUMULATIVE EXPENDITURES			
A. Total Program Expenditures			
1. Direct Training Services			
2. Training-Related/Support Services			
3. Administration			
a. Service Provider Administration (91/10)			
III. OTHER REPORTABLE ITEMS			
A. Nonfederal Support (Stand-In)			
B. Unliquidated Obligations			
C. Youth Expenditures 5 Percent Incentive Funds			
D. Non-JTPA Funds Match			
E. Economically Disadvantaged w/Barriers 8 Percent			
F. Program Income Earned			
G. Program Income Expended			
H. Total Cash Received			
IV. COMMENTS:			
V. CERTIFICATION: <i>I certify that to the best of my knowledge and belief this report is correct and that all outlays and unpaid obligations are for the purpose set forth in the subgrant.</i>			
Name	Title	Phone No.	Signature
Contact Person	Title	Phone No.	Date Submitted

**REPORTING INSTRUCTIONS
JTPA SUMMARY OF EXPENDITURE REPORT
FOR TITLE IV-C VETERANS (JTPA 12 VET)**

This form is for use only by Service Delivery Areas (SDA)/subgrantees that do not report expenditure information electronically using the Job Training Automation system.

HEADING INFORMATION	
1. SDA/Subgrantee Name and Address	Enter the name and address of the SDA/subgrantee.
2. Subgrantee Code	Enter the subgrantee code number assigned by the Job Training Partnership Division (JTPD). Refer to Job Training Automation Subgrantee Names (FVP99-XXD).
3. Report Period Ending	Enter the date of the last day of the period for which this report is prepared. The report period is the total time for which cumulative expenditures are being reported. Example: For report period ending March 31, 1999, the entry would be 03/1999.
4. Project Term	Enter the beginning and ending date as shown on the Subgrant agreement.
5. Program	Check the block corresponding to the funding source being reported.
I. SUBGRANT INFORMATION	
This section provides information by year of appropriation (YOA) from the fund source. Information is entered into the column Cumulative Total.	
A. YOA	Enter the YOA. Example: For projects with a begin date of 7/1/98, and an end date of 6/30/00 or sooner, use YOA 98.
B. Report Revision Number	If this is the initial report for the reporting period, enter "00." If this report is a revision, enter "01," and so forth.
C. Subgrant/Contract Number	Enter the subgrant contract number assigned by JTPD. That number can be found on the top right corner of the subgrant.
D. Subgrant Term	Enter the beginning and ending dates for the subgrant being reported.
E. Total Allotment	Enter the total amount of federal funds available for expenditure through the end of the reporting period. This figure should reflect all amendments.
F. Final Report (Y/N/C)	Enter (N) to indicate that this is not a final report, (Y) to indicate that it is, and (C) to indicate a closeout report.

II. CUMULATIVE EXPENDITURES	
A. Total Program Expenditures (1+2+3)	Enter the total amount of the cost or expenditure of: 1. Direct Training Services 2. Training-Related and Participant Support Services 3. Administration
1. Direct Training Services	Enter the total amount of all direct training services expenditures and accruals from the beginning of the subgrant term through the end of the report period.
2. Training-Related/Participant Support Services	Enter the total amount of all training-related and participant support services expenditures and accruals from the beginning of the subgrant term through the end of the report period.
3. Administration	Enter the total amount of all administration expenditures and accruals from the beginning of the subgrant term through the end of the report period. The amount of JTPA administrative expenditure includes service provider administration.
a. Service Provider Administration	For Title II-A and Title II-C reports, enter the amount of accrued expenditures for service provider administration that meet the requirements of JTPA Section 141(d)(3)(C). Reference: JTPA Sections 108(b)(4)(A), 141(d)(3)(C)(iii), and (iv); Title 20 Code of Federal Regulations (CFR) Section 627.445(d).
III. OTHER REPORTABLE ITEMS	
A. Nonfederal Support (Stand-in)	Enter the total amount of “stand-in” costs for direct training services, training-related, participant support services, and administration. Note: Stand-in costs are costs paid from nonfederal sources that a recipient proposed to substitute for federal costs that have been disallowed as a result of an audit or other review. Stand-in costs must be in the same cost category as the disallowed costs, and must be reported as uncharged costs under the same title and in the same year as the disallowed costs.
B. Unliquidated Obligations	For governmental entities, enter the total of all outstanding encumbrances on this line. For nongovernmental entities, enter the total of all unpaid and unaccrued commitments (e.g., goods and services ordered that have not been received). Generally, unliquidated obligations will be unspent contract balances; however, other obligations may also apply.

C. Youth Expenditures 5 Percent Incentive Funds	Enter the total amount of youth expenditures for 5 percent incentive funds from the beginning of the subgrant term through the end of the report period
D. Non-JTPA Funds Match	Enter the amount of expenditure for Non-JTPA, nonfederal funds for matching purposes. Note: This is the amount of expenditures incurred with other entities that are reimbursed with allocated funds other than JTPA funds.
E. Economically Disadvantaged w/Barriers 8 Percent	Enter the amount of expenditures for the economically disadvantaged with barriers to employment. Report the 8 percent funds granted under State Education Coordination and Grants. Note: Not less than 75 percent of the funds allocated for projects must be expended for projects for economically disadvantaged individuals who experience barriers to employment.
F. Program Income Earned	Revenues in excess of costs of services; enter the amount of program expended. Refer to Title 20 CFR Section 627.450 for details on what program income includes and the exclusions.
G. Program Income Expended	Enter the amount of accrued expenditures of program income. This amount cannot exceed the program income. Refer to Title 20 CFR Section 627.450 for details on what program income expended includes and the exclusions.
H. Total Cash Received	Enter the total amount of federal funds drawn for expenditures through the end of the reporting period.
IV. COMMENTS Enter any comments in this section.	
V. CERTIFICATION	
Name	Enter the name of the authorized official who will be signing the forms.
Title	Enter the title of the authorized official.
Phone Number	Enter the phone number of the authorized official.
Signature	The authorized official must sign the form. The signature certifies that the form has been accurately completed, with the valid data, and in compliance with the JTPA.

Contact Person	Enter the name of a contact person to be reached in the event any questions should arise concerning information on the completed form. The contact person will, in most cases, be the individual who prepared the report.
Title	Enter the contact person's title.
Phone Number	Enter the contact person's phone number.
Date Submitted	Enter the date the form is signed and submitted to the State of California.

**JOB TRAINING AUTOMATION SUBGRANTEE NAMES
(FOR USE IN REPORTING)**

Veteran Community-Based Organization Subgrantees (Non-Service Delivery Area)	Job Training Automation Subgrantee Names (For Use in Reporting)
American G. I. Forum, NVOP, Inc.	AGI
Charo Community Development Corp.	CRO
Community Career Development	CDI
Goodwill Industries of Southern California	GWI
Inter-City Services, Inc.	ISV
Los Angeles Veterans Initiative- Inglewood/Long Beach	LAV
New Directions	NDI
Swords to Plowshares	SWO
Vietnam Veterans of California-Santa Rosa/Sacramento/Eureka	VSR



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JTPA FOLLOW-UP INFORMATION

Subgrantee Name
01 Application Number
Social Security Number

(TO BE SUBMITTED ON TERMINATION FROM FUNDING SOURCE)

Last Name		First Name		Middle	
Termination Case			Termination Component		
Termination Code			Termination Date		
02 Follow-up Type		Follow-up Date	03 Interview Date		Follow-up Report Period
1	30 Day	3	13 Week (91 Days)		
2	60 Day	4	6 Month (180 Days)		
04 Follow-up Result					
01	Complete: All Questions		09	Respondent Refused Interview	
02	Complete Interview: Missing Data		10	Language Problem Prevented Interview	
05	Respondent Never Located		17	Unable Due Illness/Disability	
06	Located Never Available		21	Case Ineligible	
08	Informant Refused for RSP		22	Died/Incapable After Termination	
05 Labor Force Status		06 Follow-up Staff ID		07 Employed at All	08 Weeks Employed
1	Employed Full-Time	4	Not in Labor Force	1	Yes
2	Employed Part-Time	5	Status Unknown	2	No
3	Unemployed				
09 With Term Employer		10 Actual Hours Worked		11 Extra Dollars Earned	
1	Yes	2	No		
12 Date Employed		13 Employer Number		14 Employer Name	
Employer Address			Employer City, State, ZIP		
15 Contact				16 Phone	
17 Job Code			18 Hours Per Week		19 Hourly Wage

Item#	Item Name	Line Item Instructions
01	Application Number	Enter the application number. Compare this number with the application number on the JTPA Referral/Enrollment Form (EEF) to substantiate the correct number is being used.
	Social Security Number	Generated by the Job Training Automation (JTA) system. Compare this number with the social security number on the Application Registration Form (ERF) to substantiate the correct social security number is being used.
	Last Name	Enter the participant's last name.
	First Name	Enter the participant's first name.
	Middle	Enter the participant's middle name or initial.
	Termination Case	Enter the case number for the final terminated case. Compare this case number with the case number on the JTPA Status Change Form (ESF) to substantiate the correct case number is being used.
	Termination Component	Enter the component code for the case for the final terminated case. Compare this component code with the component code on the ESF to substantiate the correct component number is being used.
	Termination Code	Enter the termination code for the case for the final terminated case.
	Termination Date	Enter the termination date (MMDDYY) for the case for which placement credit was taken.
02	Follow-up Type	Circle the appropriate number to indicate the type of follow-up: 1 30 day 2 60 day 3 13 week (91 days) 4 6 month (180 days)
	Follow-up Date	Generated by the JTA system.
03	Interview Date	Enter the date (MMDDYY) of the interview.
	Follow-up Report Period	Generated by the JTA system.

Item#	Item Name	Line Item Instructions
04	Follow-up Result	<p>The University of California at Berkeley uses the following terms for follow-up reporting purposes.</p> <p>Circle the appropriate number which most closely describes the result of the follow-up:</p> <p>01 Complete: All Questions</p> <p>02 Complete Interview: Missing Data</p> <p>05 Respondent Never Located</p> <p>06 Located Never Available</p> <p>08 Informant Refused for RSP (Respondent)</p> <p>09 Respondent Refused Interview</p> <p>10 Language Problem Prevented Interview</p> <p>17 Unable Due Illness/Disability</p> <p>21 Case Ineligible</p> <p>22 Died/Incapable After Termination</p>
05	Labor Force Status	<p>Circle the appropriate number which describes the situation of the participant at follow-up.</p> <p>1 Employed Full-Time</p> <p>2 Employed Part-Time</p> <p>3 Unemployed</p> <p>4 Not in Labor Force</p> <p>5 Status Unknown</p>
06	Follow-up Staff ID	<p>Enter the assigned Staff ID number of the person responsible for completion of this form.</p>
<p>Items 7 through 11 are required when completing the 13 week (91 day) follow-up.</p>		
07	Employed at All	<p>Circle the appropriate answer.</p> <p>1 Yes</p> <p>2 No</p>
08	Weeks Employed	<p>Enter the number of weeks the participant has been employed during the follow-up period.</p>

Item#	Item Name	Line Item Instructions
09	With Term Employer	Is the participant employed with the same employer as reported at termination? Circle the appropriate answer. 1 Yes 2 No
10	Actual Hours Worked	Enter the actual number of total hours the participant worked for the employer during the follow-up period, including overtime.
11	Extra Dollars Earned	Enter the amount of additional dollars the participant earned from other employment, tips, or bonuses.
12	Date Employed	Enter the date (MMDDYY) the participant began work.
13	Employer Number	Enter the employer number. This information may be taken from the JTPA Placement Information form (JTA 4 ESF) if employer has not changed.
14	Employer Name	Enter the business name of the employer for whom the individual is working. This information may be taken from the JTPA Placement Information form (JTA 4 ESF) if employer has not changed.
	Employer Address	Enter the business address of the employer for whom the individual is working.
	Employer City, State, ZIP	Enter the city, state, and ZIP of the employer for whom the individual is working.
15	Contact	Enter the full name of the person who may be contacted to verify or discuss the placement. If the personnel office is given, provide the name of the person authorized to hire the participant. This information may be used for any of the follow-ups and may be taken from the JTPA Placement Information form (JTA 4 ESF) if the employer has not changed.
16	Phone	Enter the telephone number, including the area code, of the employer's contact person.
17	Job Code	Enter the appropriate OES or DOT code for the participant's job.
18	Hours Per Week	Enter the number of hours per week the participant is working.
19	Hourly Wage	Enter the hourly wage the participant is receiving.